

# Transition at Age Three

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A significant transition occurs when a child reaches age three (3) and the child and family are no longer eligible for early intervention services. Planning and decision making must begin at the Individualized Family Service Plan (IFSP) meeting closest to the child's second (2<sup>nd</sup>) birthday to help support the family and to ensure continuity of the appropriate services.

The Infant Toddler Program's transition requirements are clearly specified in three documents jointly negotiated with the State Department of Education: State Interagency Agreement, Joint Policy Document, and Local Interagency Protocol. It is important to review these documents carefully and assure full adherence with all requirements.

## IFSP Transition Plan

The Infant Toddler Program must ensure a transition plan is established within a child's IFSP not fewer than 90 days, and at the discretion of all parties, not more than 9 months before the child's third birthday.

The Infant Toddler Program must ensure it:

- Reviews the program options for the child with a disability for the period from the child's third birthday through the remainder of the school year.
- Includes each family of a child with a disability who is served by the Infant Toddler Program in the development of the child's Transition Plan within the IFSP.

The child's Transition Plan in the IFSP must include:

- Steps for the child with a disability and his or her family to exit from the Part C Program; and
- Any transition services that the IFSP Team identifies as needed by the child and his or her family.

## Notification to the SEA and LEA

The Infant Toddler Program notifies the SEA and LEA not fewer than 90 days before the third birthday of a child with a disability if that child may be eligible for preschool services under Part B of the Act. The notification is sent to the SEA and LEA in which the child resides that the child on his or her third birthday will reach the age of eligibility for services under Part B of the Act.

If the Infant Toddler Program determines that the child is eligible for early intervention services under Part C of the Act more than 45 days but less than 90 days before that child's third birthday and that child may be eligible for preschool services under part B of the Act, the Infant Toddler Program, as soon as possible after determining the child's eligibility, notifies the SEA and LEA for the area in which the child with a disability resides that the child will reach the age of eligibility for services under Part B of the Act.

If a child is referred to the Infant Toddler Program with fewer than 45 days before that child's third birthday and that child may be eligible for preschool services under Part B of the Act, the Infant Toddler Program, with parental consent, refers the child to the SEA and LEA for the area in which the child resides; but the Infant Toddler Program is not required to conduct an evaluation, assessment or an initial IFSP meeting.

The following personally identifiable information is included in the SEA/LEA Notification without obtaining consent from parents:

- Child's name;
- Child's date of birth;
- Parent contact information (including parents' names, addresses, and telephone numbers).

The Infant Toddler Program does not have an SEA/LEA Notification Opt-Out policy. Therefore, Service Coordinators do not inform parents of the intended disclosure of information via the Notification to the SEA and LEA.

## Transition Conference

If a child may be eligible for preschool services under Part B of the Act, the Infant Toddler Program, with the approval from the family of the child, convenes a conference, among the lead agency, the family and the LEA not fewer than 90 days, and at the discretion of all parties, not more than 9 months before the child's third birthday to discuss any services the child may receive under Part B of the Act.

The Transition Conference must be conducted in settings and times that are convenient for the family and in the native language of the family or other mode of communication used by the family, unless it is clearly not feasible to do so.

Meeting arrangements must be made with, and written notice provided to, the family and other participants early enough before the meeting date to ensure that they will be able to attend.

The contents of the IFSP must be fully explained to the parents and informed written consent must be obtained, as required prior to the provision of early intervention services described in the IFSP. Each early intervention service must be provided as soon as possible after the parent provides consent for that service.

Members of the Transition Conference must include the following participants:

- Parent(s), person(s) acting as a parent, guardian(s), or surrogate parent(s) of the child.
- Other family members as requested by the parents, if feasible to do so.
- An advocate or person outside of the family, if the parent requests that the person participate.
- The service coordinator designated by the Infant Toddler Program to be responsible for implementing the IFSP.
- A person or persons directly involved in conducting any current evaluations and assessments.

If a person or persons directly involved in conducting any current evaluations, arrangements must be made for the person's involved through other means, including one of the following:

- Participating in a telephone conference call.
- Having a knowledgeable authorized representative attend the meeting.
- Making pertinent records available at the meeting.
- As appropriate, persons who are currently or will be providing early intervention services to the child or family.
- School district representative (administrator or designee and/or future service provider/teacher).

If the LEA does not participate in the transition conference, ITP must still hold the conference and must have invited the LEA representative to the conference.

The Transition Conference and meeting to develop a Transition Plan may be combined into one meeting as long as it meets requirements outlined in the Part C Regulations.

## Service Coordinator Responsibilities

The Service Coordinator performs the following for a child transitioning at age three (3):

- At the IFSP meeting nearest the child's second birthday, discusses with parents the options and procedures to ensure the smooth transition of the child to other services (if needed).
- Documents transition activities on every IFSP.

Specific Transition Outcomes for children who are "potentially eligible" for developmental preschool through the school district must be included in the IFSP no fewer than 90 days and at the discretion of all parties, not more than 9 months before the child's 3<sup>rd</sup> birthday. The Infant Toddler Program recommends Transition Outcomes be included in the plan between thirty (30) and thirty-six (36) months of age. These Outcomes are recorded in the Transition Plan page of the IFSP.

If a child enters the program during this time, Transition Outcomes are included on the initial IFSP.

- Assures interagency involvement, as appropriate.
- Ensures that the State Department of Education and the school district in which the child resides are notified of a potentially eligible child six (6) months prior to the child's third (3<sup>rd</sup>) birthday or at the time of enrollment if the child is two (2) years six (6) months of age or older, but no fewer than 90 days before the child's 3<sup>rd</sup> birthday.

This notification identifies the child to the local school district and provides the name, date of birth and gender of the child, their parents name and contact information, including address(es) and telephone number(s). The family's primary language and the name and contact information of the service coordinator may also be shared. No other personally identifiable information is provided without the parent's written consent.

- Some children with significant involvement may require intensive transition planning. In these instances, it may be necessary and is appropriate to provide notification as early as two years, three months of age.
- With parental consent, coordinates with service providers and the school district to ensure that existing evaluations/assessments, (including specific test/cut off scores when available) and the IFSP document are compiled and shared.

A copy of the Consent for release of information is retained in the child's permanent record.

- Provides a timely written invitation to participate in the transition meeting to the family (and others, as requested by the family), and documents in the child's permanent record that this has occurred. The written invitation must include the meeting date, time, location and names of all participants

The service coordinator uses the following options when providing a written invitation to the family and other participants:

- Invitation to Team Meeting form is provided to family and other participants, **or**
- Prior Written Notice form is provided to family and other participants if the PWN addresses the invitation to the meeting and does not contain additional information that should not go out to other participants, **or**

- Prior Written Notice form is provided to family, and an Invitation to Team Meeting form is provided to other participants if the PWN form contains additional information that should not go out to other participants.

The Prior Written Notice form must include the meeting date, time, location and names of all participants when used as the written notice to attend a team meeting.

Email or documentation of a phone call to arrange meetings can only be used if written notice has also been provided.

- Provides Prior Written Notice regarding the transition meeting to the family, and documents in the child's permanent record that this has occurred.
- Coordinates with the local school district to convene and conduct a transitional team meeting for potentially eligible children up to nine (9) months and no later than ninety (90) days prior to the child turning three (3). Members of the transitional team must include the following:
  - Parent(s), person(s) acting as a parent, guardian(s), or surrogate parent(s) of the child.
  - Other family members as requested by the parents, if feasible to do so.
  - An advocate or person outside of the family, if the parent requests that the person participate.
  - The service coordinator designated by the Infant Toddler Program to be responsible for implementing the IFSP.
  - A person or persons directly involved in conducting any current evaluations and assessments.

If a person or persons directly involved in conducting any current evaluations, arrangements must be made for the person's involved through other means, including one of the following:

- Participating in a telephone conference call.
  - Having a knowledgeable authorized representative attend the meeting.
  - Making pertinent records available at the meeting.
- As appropriate, persons who are currently or will be providing early intervention services to the child or family.
- School district representative (administrator or designee and/or future service provider/teacher).

If the LEA does not participate in the transition conference, ITP must still hold the conference and must have invited the LEA representative to the conference.

At the transitional team meeting, participants consider the full array of inclusive options available in the community and perform the following:

- Review the child's program options from the third (3<sup>rd</sup>) birthday to the end of the school year.
- Update the Transition Plan.
- Discuss how Child Outcomes information will be shared.

School district personnel may perform the following:

- Determine the child's eligibility for services.

Eligibility criteria may be collected in a summary compilation of individual evaluation reports and data. If the District determines that additional evaluation(s) are necessary to determine Part B eligibility unless negotiated differently in the local interagency protocol, the District is responsible for conducting or obtaining those evaluations prior to the child's third birthday.

- Determine whether to develop a new Individualized Education Plan (IEP) for Part B services or to modify the child's current IFSP to meet Part B requirements when the child reaches age three (3).

The Child Outcomes Summary Form (COSF) and other records related to a child who is determined to be eligible for Part B services are transferred to the associated school's program.

COSF scores must be recorded in the program's web-based data system no later than thirty (30) days after a child's third (3<sup>rd</sup>) birthday.